

CODIB-D-111/1.5  
7 August 1964

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Biographic Task Team - V

Attached for information is a rough draft from [ ] of CIA,  
distributed as a possible basis for a task statement to be submitted to  
CODIB when the Team Chairman and members have been designated.

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[ ]

Secretary

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Suggested Terms of Reference

A. Fact Finding

1. Identify those large (over 1 million cards) biographic indices in the Government which are consulted by intelligence agencies in the National Agency Check procedure for their security or counter-intelligence content.

2. Identify those large indices consulted by intelligence agencies for their foreign (positive) intelligence content.

3. Establish the following facts concerning each:

- a. size: number of cards, number of names, single or multiple reference
- b. types of personalities covered: foreign, domestic, scientists, military, political, Communist Party, foreign intelligence services, agents, etc.
- c. number of name searches daily. Percentage of positive and negative responses.
- d. Major users of indexes
- e. Methods of communicating responses: forms, memoranda, teletype, transceiver, data phone, etc.

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4. Plans for mechanization (storage and search in a computer system)

B. Review

1. Examine costs, methodology and prospects for indices now undergoing mechanization.

2. Identify basic problems to be faced and policy decisions to be reached by each agency in planning for mechanization.

3. Identify those areas where format, methodology and equipment compatibility is required or highly desirable in the national agency check system to obtain maximum speed, quality and economy in automating query and response.

C. Recommendations

Formulate recommendations for CODIB and USIB approval outlining policy objectives for the community, with generalized projections of cost, manpower and time required to meet these objectives. Include more specific guidelines for agencies to follow in systems planning and development.

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